



STATE OF CONNECTICUT  
Office of Policy and Management

**Announcement**  
**OJJDP Formula II Funding**  
**2018 Juvenile Review Board Grant Program**  
July 13, 2018

The *State of Connecticut Office of Policy and Management (OPM)* is providing 12 month grants (from September 1, 2018 through August 31, 2019) to assist local municipalities in supporting juvenile review boards that were previously funded with state appropriated dollars provided by the Department of Children and Families.

This program is a 1 year, “stop gap” measure designed to replace funds which were not appropriated by the General Assembly in its 2019 budget adjustments. These grants will be funded by the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP):

- This is a “one-time” grant program using Federal grant funds which are no longer available to the State of Connecticut after Fiscal Year 2019.
- The total available funds were pro-rated to achieve an 88.7% restoration of previously appropriated funding FY 2018 levels for each JRB.
- No future “continuation” or “supplemental” funds will be available.
- Funds cannot be provided directly to local non-profit organizations due to the statutory specifications of the federal grant. These grant funds must be granted directly to municipalities. All non-profit and/or regional non-profit entities managing JRB’s will have to work with their associated municipalities to affect an appropriate transfer of the funds.

**Purpose of the Funds:**

- To decrease the number of juveniles entering the juvenile justice system
- To provide education in areas such as available employment services, counseling support and substance abuse workshops
- To increase personal responsibility by means of restitution, apologies and community service
- To provide preventative measures through substance abuse counseling/treatment and positive youth development activities

**Eligibility:** These grants are available (only) to the 35 Juvenile Review Boards (and their associated municipalities) that were previously funded through state appropriated funds provided by the Department of Children and Families in Fiscal Year 2018.

**Registration and Certification Requirements.** Applicants must have – **or obtain** - a **DUNS** (Data Universal Numbering System) number and **a current, active registration** with the federal **System for Award Management (SAM)** registrant database. A DUNS number is a unique identifier that helps track the distribution of federal grant money. The SAM is a central repository of all organizations which receive federal funds as a primary recipient or as sub-grantee or sub-contractor.

**Grant Allocations:** Funds are allocated to municipalities based on a prorated amount of the previous year’s funding. Download the allocation table from the link below.

<a href="#">2018 JRB Allocation Table</a>	<a href="#">2018 JRB Allocation Table</a>
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#### Use of Funds:

- Case management hours for the JRB to increase referral capacity and success rates by providing a qualified Case Manager to the JRB for an agreed amount of time or to increase hours devoted to JRB duties by an existing JRB Case Manager.
- Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, clubs, leagues, gyms, etc. These should be organized to provide structure and opportunity for social skills building, for sustained benefit.
- Direct Service Funding in the following categories:
  - *Transportation* for youth and family to participate in the JRB or Board recommended activities and services.
  - *Youth Employment Services*, stipends or funded worksite, or other subsidized employment opportunities not otherwise available in the community. Existing, federally or locally funded programs should be exhausted first.
  - *Treatment Services* which may include evaluation, counseling services, mentoring and mediation services not otherwise available in the community.
  - *Tutoring*

#### Grant Application Process:

- OPM will notify eligible cities/towns via U.S. mail (and/or email) on or about **July 13, 2018** of the opening of the grant program and asked to provide a designated contact person.
- Grant application instructions will be provided to the designated contact in each city/town.
- OPM will release a grant award once all required documents have been submitted, reviewed and approved.
- Towns must not execute purchase orders or contracts or incur expenditures until September 1, 2018 or after Notice of Grant Award is signed by both parties (whichever is later).
- The grant shall be awarded to the town or city; and must be signed by the “official representative” whom is authorized to sign contracts on behalf of the town/city. (In most cases, the Chief Elected Official or Town Manager signs grant contracts.)

#### Application Deadline:

- **Grant Applications are due by August 8, 2018.**
- **The START DATE for these Grant Awards are anticipated to be September 1, 2018.**

**Grant Payment:** Towns may “draw down” grant funds on “re-imbusement” basis at end of each fiscal quarter. Grant re-imbusement is based on actual expenditures for “OPM-approved” budget items.

**VERY IMPORTANT:** *Purchases, contracts and over-time expenditures incurred PRIOR to the grant period “start” date are ineligible for grant reimbursement. The “start” date shall be clearly stated on the grant award documents.*

**FUTURE COSTS:** *Local governments are responsible for any future costs associated with purchases made with the OJJDP grant funds including software upgrades, licensing and services contracts.*

#### For additional information, please contact:

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## Guidance Documents

Document	Type	Downloads
JRB Grant Program Announcement	PDF, 3 pages, 501 KB	JRB Program Announcement
JRB Submission Check List	PDF; 1 page; 283 KB	JRB Submission Check List
JRB Timeline	PDF, 1 pages, 326 KB	JRB Timeline
JRB Application Process Instructions	PDF, 2 pages, 350 KB	JRB Application Process Instructions
How to Check Status: System for Award Management (SAM)	PDF, 7 pages, 1,557 KB	How to Check SAM Status

## Application Forms

No.	Document	Type	Download
<b>1</b>	<b>Juvenile Review Board Grant Project Application/Narrative</b>	MS-Word doc; 4 pages; 197 KB	JRB Application/Narrative
		PDF Fillable; 4 pages; 267 KB	Application/Narrative PDF Fillable
<b>2</b>	<b>Juvenile Review Board Grant Project Budget</b>	MS-Word doc; 3 pages; 48 KB	JRB Budget
<b>3</b>	<b>Authorized Signature Form</b>	PDF; 1 page; 350 KB	Authorized Signature Form
<b>4</b>	<b>Certification of Compliance/JRB Scope of Services</b>	PDF; 3 pages; 500 KB	JRB Scope of Services
<b>5</b>	<b>Certification of Compliance/Equipment Or Controllable Property</b>	PDF; 1 page; 350 KB	Equipment Or Controllable Property
<b>6</b>	<b>CHRO Compliance Monitoring Report</b>	PDF; 11 pages; 683 KB	CHRO Compliance Monitoring Report
<b>7</b>	<b>Screenshot: SAM.gov Registration Validation (Example)</b>	PDF; 1 page; 350 KB	SAM.gov Registration.Validation